

Vermont School Boards Insurance Trust (VSBIT)
Board of Director's Teleconference Meeting Minutes

October 11, 2022

Present: Michael Clark, Brenda Fleming, and Scott Brown

Staff: Jonathan Steiner, VSBIT President, Chris Roberts, Manager of Finance, Ken Canning, Multi-Line Program Manager

Guests: None

The meeting was called to order at 3:36 p.m. by Chair Michael Clark.

Review and Adoption of Agenda

The agenda was modified to table item #9 Board Self-evaluation until the next meeting. The remainder of the agenda was adopted as presented.

Public Comment: None

Approve Minutes of July 15, 2022

Brenda Fleming made a motion, seconded by Scott Brown, to approve the minutes of July 15, 2022. The minutes were approved as written.

Year-end 6/30 Financials and Dashboard Update

Chris Roberts reviewed the year-end financials and dashboard, responded to questions and discussed the drop in the value of investments, pointing out that VSBIT does not need to rely on the surplus, and it is long-term money.

Michael Clarke made a motion, seconded by Scott Brown, to accept the financials and dashboard as presented. The motion passed 2-0 with Brenda Fleming offline. Motion passed.

Review: Dashboard Policy UC and ML Programs

Chris Roberts explained there were no suggested changes to the policies. Brenda Fleming made a motion, seconded by Scott Brown, to note the policies had been reviewed and no changes were made. Motion passed.

Request for new Positions: WC Claims Assistant, IT Technical Support

Jonathan Steiner discussed the need for additional staffing positions and answered questions. The positions were taken up separately. Michael Clarke made a motion to approve the IT Assistant position, seconded by Brenda Fleming. A friendly amendment was made by Scott Brown, seconded by Brenda Fleming to provide flexibility to VSBIT management to either contract for the additional needs or hire for the position and for management to move forward with the option that they deemed best. Motion passed.

A motion to hire an administrative assistant to support the workers' comp claim area was made by Brenda Fleming, seconded by Scott Brown. Discussion ensued regarding an organizational chart, claim counts, response times and proper documentation when building the claim files to meet the stringent requirements of DOL. The motion passed 2-1 with Michael Clarke and Scott Brown voting yes and Brenda Fleming voting no.

Nominating Committee Report

The nominating committee recommended Steve Hier for the At-Large position for a 2-year term, and Scott Brown for the School Board position for a 3-year term. A motion by Brenda Fleming, seconded by Michael Clarke to approve the slate for the Annual Business meeting was approved 2-0 with Scott Brown abstaining.

Annual Meeting Discussion

The logistics of the Annual Meeting were discussed.

Board Self-Evaluation Discussion

The Board tabled this item until its next meeting.

Member Survey Results

The Board reviewed and discussed the results of the member survey. Jon explained that the survey was sent during a time of staff transition, and he expected comments on turnover and response times. He was pleased to see that only a few concerns were received, and that the majority of responses continue to be positive or that respondents are unaware of services and programs. He will use the survey results as a team building activity at the upcoming staff meeting in November. Staff will follow-up with members who asked questions or want further information.

Strategic Plan Update

Jonathan Steiner referred the board to the 2022 Strategic Objectives with updates.

Multi-Line Update

Ken Canning updated the Board on the Multi-Line program and provided a written report.

President's Update

Jonathan Steiner updated the Board on his activities and provided a written report.

Board and President's Evaluation forthcoming reminder

The Board entered Executive Session at 5:50 p.m. to discuss the evaluation of the President. The Board returned from Executive Session at 6:05 p.m.

Adjournment

There being no further business, the meeting adjourned at 6:05 p.m.

Respectfully submitted by: Jonathan Steiner

Next Meeting: TBD